



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

<u>Date:</u> 11 21 12	<u>Interviewer:</u> LE	RFA #12 – 30
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female x Administrator ☐ Faculty X Staff ☐ Student ☐
 Respondent (if app.): Male X Female ☐ Administrator X Faculty ☐ Staff ☐ Student ☐

Complaint Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
X Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
11 20 12	t/c from [REDACTED] to EO	Briefly talked to Sue, set up intake with LE for next day
11 21 12	Intake with LE	[REDACTED] has been at WWU since 1997. She may apply for [REDACTED] position. Has some questions about whether her low salary and high workload and a few comments are based on gender. [REDACTED] will talk to [REDACTED] after she applies and hears decision on [REDACTED] position. In meantime, okay for LE to talk with [REDACTED] and understand salary better.
11/26/12	LE talked to [REDACTED] [REDACTED] salary equity	[REDACTED] created chart of salary vs yrs at WWU; cannot do more without talking to provost's office about salary at date of hire, increases, etc. would need to research/ run analysis for each person. Salary compression, when new hires are hired at starting salary about what long term employee is making.
11/27/12	LE emailed [REDACTED], included chart	Pls call when you have a chance

11/27/12	LE t/c [REDACTED]	<p>See chart, pink data points represent female music dept faculty, salary charted with years at wwU- not seeing differences btw men and women on this chart.</p> <p>Next look would be to talk to provost/academic budgeting office to research salary at hire, why, increases and why, for each person. Not appropriate for LE to talk with provost's academic budget office without talking to [REDACTED] as courtesy. Is [REDACTED] most comfortable with LE doing nothing for a few weeks until after she applies for position, hear results and has time for her own conversation with the [REDACTED]?</p> <p>[REDACTED]: Sounds good, let's wait a few weeks. I appreciate seeing the charts. Compression not addressed by faculty union, everyone gets same raises.</p>
1/10/13	o/c [REDACTED] and LE	<p>She is now [REDACTED], concern with office space and pay, [REDACTED] will talk through these concerns with [REDACTED] on Monday. [REDACTED] will contact me if she wants to pursue any concerns through EOO.</p>

Resolution of Complaint Process:

☒ Resolved to Complainants Satisfaction [R]

☐ Unresolved [U]

☐ Transitioned to Formal Complaint [F]

☐ Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.